

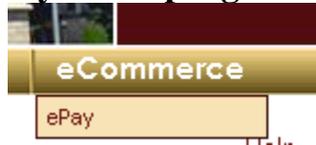
**Delaware County Adult Probation and Parole  
610-891-4591**

**Guide to Paying your Court Costs ONLINE**

**To use this guide, you will need your case number(s), which you can receive from your Probation/ Parole Officer:**

**Case number(s)**  
**CP-23-CR-\_\_\_\_\_ - \_\_\_\_\_**  
**CP-23-CR-\_\_\_\_\_ - \_\_\_\_\_**

- 1) Go to [www.ujportal.pacourts.us](http://www.ujportal.pacourts.us)
- 2) Click on “eCommerce-ePay” on top right side of screen



- 3) Then make your selection:

**I want to make a payment on my court case and I have the...**

Citation Number for the court case

Payment Plan Number for the court case

Docket Number for the court case

Name of the person

Name of the organization/company

← **click here**

- 4) Select Court Event Type

\* Court Type:

← **click here**

(over)

5) **Enter your case number, then click “search”**

\* Court Type:  

If you have the whole docket number, please enter it below.

Docket Number: CP--CR--

(Example: CP-25-CR-1234567-2010)

 **enter case #**

6) **Select Case and click “Add to Cart”**

Docket Number	Short Caption	Filing Date	County	Case Status	OTN	Date of Birth
<input checked="" type="checkbox"/>  CP-23-CR-00018	-2009 Comm. v. [redacted]	3/30/2009 12:40:00 PM	Delaware	Closed	K9366	11/28/19

 **select case**

 **then click add to cart**

7) **Enter the amount to be paid:**

*\*\* Note it is ok to enter an amount less than current balance, you would enter the amount and click checkout then “checkout with underpayment”*

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
CP-23-CR-00018-2009	Comm. v. [redacted]	\$521.50	\$ <input type="text" value=""/>	<input type="button" value="Remove"/>
Subtotal:			\$521.50	

 **enter amt. to be paid**

 **then click checkout**

8) **Follow instructions to enter address and credit card information to complete your payment.**